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[Advanced Search >](#)[< Back to Results](#)[Dock](#)
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Job Title: **Public Affairs Specialist**Agency: **Environmental Protection Agency**Job Announcement Number: **LV-R10-MP-2015-0046****SALARY RANGE:**

\$89,061.00 to \$128,457.00 / Per Year

OPEN PERIOD:

Friday, July 31, 2015 to Thursday, August 20, 2015

SERIES & GRADE:

GS-1035-13

POSITION INFORMATION:

Full-Time - Permanent

PROMOTION POTENTIAL:

13

DUTY LOCATIONS:MANY vacancies - San Francisco, CA [View Map](#)MANY vacancies - Seattle, WA [View Map](#)**WHO MAY APPLY:**

-Current federal employees with competitive status; reinstatement eligibles; and candidates applying under the EPA Career Transition Assistance Program or the Interagency Career Transition Assistance Program.

-Veterans who are preference eligibles or who have been separated from the armed services under honorable conditions after 3-years or more of continuous active service.

-Applicants eligible for non-competitive appointment.

-Public Health Service Officers.

SECURITY CLEARANCE:

Public Trust - Background Investigation

SUPERVISORY STATUS:

No

JOB SUMMARY:[About the Agency](#)

This position is located either Region 9, Office of the Regional Administrator, Public Affairs Office in San Francisco, CA or Region 10, Office of Ecosystems, Tribal and Public Affairs, Public Affairs Unit in Seattle, WA. Salary will be dependent on duty location.

San Francisco, CA Salary Range: \$98,815 - \$128,457 per year

Seattle, WA Salary Range: \$89,061 - \$115,778 per year

For more information on this office, visit their website: <http://www2.epa.gov/aboutepa>.

Except in special circumstances, a new GS employee will be hired at the step 1 of the applicable grade.

One or more positions may be filled.

TRAVEL REQUIRED

- Occasional Travel
- 1 to 5 days/month

RELOCATION AUTHORIZED

- No

KEY REQUIREMENTS

- You must submit resume and required documents(See How to Apply)
- Position has portable work and selectee may be eligible to telework.

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Job Announcement Number:
LV-R10-MP-2015-0046

Control Number: 411595200

DUTIES:[Back to top](#)

You will: Serve as regional expert on the development of communication plans for specific communities or diverse audiences with different points of view.

- Establish relationships with media representatives and specialized groups to communicate new initiatives/activities that directly influence public knowledge and understanding of EPA policies and programs.

- Oversee the development or personally write, edit and issue press releases, fact sheets, media advisories, briefing documents, and internet articles.

QUALIFICATIONS REQUIRED:[Back to top](#)

You do not need a degree to qualify for this position.

We are looking for at least one year of specialized experience related to this position as described below:

To qualify for the GS-13 level, you need to have at least one year of full time experience defined as preparing press releases (or news stories) on environmental or closely related topics for media at the local and national level.

Your answers to the on-line assessment will be used to evaluate your competencies in the following areas: 1) Ability to identify appropriate social media channels, techniques and strategies to solicit public input; 2) Skill in developing written materials such as press releases, news stories, feature stories, fact sheets, television spots, internet articles, social media content, etc; 3) Knowledge of environmental programs; 4) Ability to analyze media and public perceptions; 5) Skill in oral communication sufficient to brief media representatives and specialized groups on agency programs, projects and/or areas of concern; and 6) Skill in developing relationships with media representatives, regional managers and program staff.

This position is designated as Moderate Risk and requires a background investigation. Unless an appropriate background investigation is already on record with the Office of Personnel Management, you must undergo a background investigation.

You must meet time in grade requirements no later than 30 calendar days after the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

We will review your resume and required documents to ensure you meet the basic qualification requirements. Your resume must address the knowledge, skills, and abilities listed in the Qualifications Section. If you meet basic qualification requirements, your application will be further evaluated based on your answers to the on-line assessment. Your responses to the on-line assessment will be used to measure the degree to which your background matches the requirements for the position and an applicable score assigned.

We will compare your resume and supporting documentation to your responses on the assessment questionnaire. If you rate yourself higher than is supported by your application materials, your responses may be adjusted and/or you may be excluded from consideration for this job. We will evaluate your qualifications and eligibility and notify you if you meet minimum qualification requirements.

NOTE: We do not require a separate statement responding to the competencies, also referred to as Knowledge, Skills and Abilities (KSAs). However, your resume should clearly show possession of these competencies.

To preview questions please [click here](#).

BENEFITS:[Back to top](#)

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Join EPA in protecting human health and the environment and enjoy many work life quality options! Working for the EPA offers you a comprehensive benefits package that includes, in part, paid vacation, sick leave, holidays, life insurance, health benefits, and participation in the Federal Employees Retirement System. To learn more about us, visit [Life and Careers at EPA](#).

OTHER INFORMATION:

EPA participates in e-Verify. E-Verify is an Internet based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that enables participating employers to electronically verify the employment eligibility of their newly hired employees. For additional information http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

This information is used to determine your qualifications for employment. The use of this information is authorized under Title 5 USC, Sections 3302 and 3361.

If you have part-time work experience, read this: (http://epa.gov/ohr/ezhire/vacancy_requirements.htm)

This position is in the bargaining unit.

If you are selected, travel, transportation, and relocation expenses will not be paid by EPA. Any travel, transportation, and relocation expenses associated with reporting to work in this position will be your responsibility.

HOW TO APPLY:

[Back to top](#)

You are strongly encouraged to read the entire announcement before you submit your application for this position.

To begin the application process, click the Apply On-line button to the right on this screen, follow the prompts to log-in/register, submit all required documents, and complete the assessment questionnaire. To be considered, you must submit a complete application package by 11:59 PM Eastern time on the closing date of this announcement.

All required supporting documents will be collected electronically via the USA Jobs document portfolio feature.

If you cannot apply on-line, you must contact the Human Resources Office listed to the right for assistance no later than three business days prior to the closing date of this announcement. You must provide complete application materials by the closing date of this announcement.

For detailed instructions to assist you in ensuring your application package is received, go to http://epa.gov/ohr/ezhire/vacancy_requirements.htm.

REQUIRED DOCUMENTS:

Documents to be submitted on-line:

--**Resume** clearly stating your experience related to this position as described in the Duties Section and Qualifications Required Section. In describing your experience, you need to be clear and specific. We may not make assumptions regarding your experience.

--**Responses** to the on-line assessment questionnaire.

--**Veterans' Preference Documents** - DD-214 Member 4 copy, VA Letter, and SF-15, if applicable; active duty military submit statement of service from commanding officer documenting dates of active duty and any campaign medals/badges; include character of service.

--Displaced Federal employees under ICTAP/CTAP - copy of your most recent performance appraisal, proof of eligibility, and your most current SF-50 noting position, grade level, tenure, and duty station.

--**Current and Former Federal Employees:** You are required to submit a Notification of Personnel Action (SF-50) indicating your status eligibility. This SF-50 should include your Position Title, Pay Plan, Occupational Code, and Grade or Level. If you are a current temporary/term employee who previously held a status Federal position, you need to submit your SF-50 which shows your eligibility to be considered. If your eligibility for consideration cannot be determined, your application will be rated ineligible.

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--If you are applying for a noncompetitive appointment, you'll need to submit additional documents to prove your eligibility to apply to this vacancy announcement. If you want to learn more about noncompetitive appointments, visit OPM's web site:

<http://www.opm.gov/employ/students/fedhire.asp#authorities>

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AGENCY CONTACT INFO:

Suzanne O'Connell
Phone: 702-798-2401
Fax: 702-798-2416
TDD: 720-798-2433
Email: oconnell.suzanne@epa.gov

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Environmental Protection Agency
US Environmental Protection
Agency
Human Resources Management
Division
4220 S. Maryland Parkway, Building
A, Suite 100
Las Vegas, NV
89119-7528
US
Fax: 702-798-2416

WHAT TO EXPECT NEXT:

You can track the progress of your application package via your USAJobs account. You will receive an acknowledgement from USAJobs that your submission was successful, once we have received your on-line occupational questionnaire, resume and any supporting documentation. You will be notified of the status of your application via your USAJobs Account after we conduct a qualification review of your complete application package. You will be contacted if further evaluation or interviews are required. Any exaggeration of your experience, false statements, or attempt to conceal information may disqualify you for employment consideration. We may verify all information you provide in your resume and questionnaire responses, through reference and/or background check, and/or verification of your education. If you are selected, you will be contacted personally by the human resources office posting this announcement.

[Back to top](#)

[< Back to Results](#)

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USAJOBS is the Federal Government's official one-stop source for federal jobs and employment information.

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[Back to top](#)

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Agency Information:
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4220 S. Maryland Parkway, Building
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[Back to top](#)

[< Back to Results](#)

[EEO Policy Statement](#) | [Reasonable Accommodation Policy Statement](#) | [Veterans Information](#) | [Legal and Regulatory Guidance](#)

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